



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Deputy Assistant Director (Executive Level)
Posting Number	PN# 108852
Department	Mayor's Office
Division	Deputy Chief of Staff – Operations
Section	
Reporting Location	City Hall, 901 Bagby
Workdays & Hours	Varied, normally M-F *

*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

The qualified candidate will provide direction and oversight of citywide fleet operations, as well as support and services to the fleet operating departments in areas common to fleet operations. Will develop and implement policies and procedures, performance criteria, and operational standards in collaboration with fleet operating departments that will result in the consistent, effective and efficient utilization of the city's rolling stock. Will be responsible for budget development and management. May be required to drive on city business.

WORKING CONDITIONS

This position is physically comfortable; the individual has some discretion about walking, sitting, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Seven years of progressively more complex/responsible administrative experience are required, with a least three of the years in a supervisory capacity.
A Master's degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience.

MINIMUM LICENSE REQUIREMENTS

Valid driver's license and compliance with the City of Houston driving policy A.P. 2-2

PREFERENCES

Exposure to City fleet operations. Extensive experience in management program development; conducting financial, economic and managerial analysis; and working collaboratively with senior level management. Must have strong writing, presentation and communication skills.

SELECTION/SKILLS TEST REQUIRED

None.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 30	
\$1,999.00 - \$3,867.00 Biweekly	\$51,974.00 – \$100,542.00 Annually

OPENING DATE

February 1, 2006

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9471. For applicant status inquiries, please call (713) 837-9249 All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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